

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Regulation 95-5

29 April 2003

**Aviation  
FLIGHT OPERATIONS**

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**Summary.** This regulation prescribes policies and procedures for scheduling military aircraft in support of official travel by U.S. Army Training and Doctrine Command (TRADOC) personnel.

**Applicability.** This regulation applies to Headquarters (HQ) TRADOC, and to all TRADOC commands, schools, and activities.

**Suggested improvements.** The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATTG-ZOO, 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This publication is available on the TRADOC homepage at <http://www.tradoc.army.mil>

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\*This regulation supersedes TRADOC Regulation 95-5, 14 December 2000.

**1. Purpose.** This regulation prescribes policies, procedures, and responsibilities for providing administrative fixed-wing and rotary-wing flight support for HQ TRADOC, HQ U.S. Army Accessions Command (AAC), and HQ U.S. Army Cadet Command. It also provides the method for all TRADOC organizations to request authority for issuance of military aircraft (MILAIR) flight orders, or invitational travel orders (ITOs) for senior spouse travel.

**2. References.** Appendix A contains required publications and referenced form.

**3. Explanation of abbreviations.** Abbreviations used in this regulation are explained in the glossary.

**4. Responsibilities.**

a. Deputy Commanding General/Chief of Staff (DCG/CofS), TRADOC, is the approval authority for all administrative use of fixed and rotary-wing MILAIR by personnel assigned to TRADOC. DCG/CofS, TRADOC is also the approval authority for all accompanying spouse travel occurring throughout TRADOC on military or commercial aircraft (COMAIR).

b. Deputy Chief of Staff for Operations and Training (DCSOPS&T), Operations, Mobilization and Readiness Directorate (OMRD), Operations Division, Flight Operations Section (Flight OPS), receives, processes, and manages all requests for MILAIR travel and for certain senior leader/senior spouse COMAIR travel. Duties include:

(1) Scheduling and processing all MILAIR flight requests, rotary and fixed-wing, for HQ TRADOC, HQ AAC, and HQ U.S. Army Cadet Command.

(2) Coordinating Tidewater Airlift Support (TWAS) (Shuttle Mission) travel.

(3) Coordinating HQ TRADOC staff action for all exceptions to travel policy.

(4) Receiving and processing requests for accompanying spouse travel.

(5) Processing ITO and travel authorizations.

(6) Scheduling HQ TRADOC Command Group MILAIR and COMAIR travel.

(7) Coordinating Fixed-Wing Special Air Missions.

(8) Coordinating with Fort Eustis and Davison Army Airfield (AAF) (Fort Belvoir) for rotary-wing aircraft support.

(9) Day-to-day staff oversight for Flight Operations.

c. HQ TRADOC Office of the Staff Judge Advocate (OSJA) provides advice and guidance to the HQ staff, and coordinates legal advice for subordinate commands regarding travel policy. OSJA reviews all requests for accompanying spouse travel, ITOs, travel authorizations, or any other exceptions to travel policy that require DCG/CofS approval.

## **5. Policy.**

a. Use of MILAIR. TRADOC personnel will use MILAIR only in the performance of official duties in accordance with current policy and regulations. Proper stewardship of MILAIR travel resources will continue to be an item of special interest during all Inspector General and Army Audit Agency inspections, audits, and reviews throughout the command. Dedicated airlift, versus use of the TWAS shuttle, will only be requested when conflicts caused by calendar items are dictated by external commitments, not calendar items within requestor's control. Special emphasis must be given to controlling and monitoring overseas travel, reducing the number of personnel traveling to the same site, and reducing the number of days of travel per trip. The following considerations will be used in determining the propriety of using MILAIR:

(1) MILAIR is more cost effective than COMAIR.

(2) MILAIR is required due to highly unusual circumstances presenting a clear and present danger to the official travelers(s) if commercial transportation is used.

(3) MILAIR is required for official travel due to an emergency.

(4) MILAIR is required due to compelling operational considerations that make commercial transportation unacceptable.

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(5) MILAIR was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the government. MILAIR will not be scheduled for training missions for the primary purpose of accommodating the travel of DA personnel, either military or civilian.

(6) MILAIR is in support of official travel by a required user as defined in the Secretary of the Army Travel Policy.

b. MILAIR approval authority. Commander, TRADOC, is authorized to approve his own travel. Commander, TRADOC approves DCG/CofS MILAIR requests. DCG/CofS is the approval authority for all other MILAIR requests. TRADOC commanders must forward requests for MILAIR support to DCSOPS&T, OMRD, Operations Division, Flight OPS, for submission to the DCG/CofS. MILAIR requests must be approved prior to executing the travel, so timely submission is essential.

c. MILAIR priority. Flight OPS will determine the priority of the MILAIR mission requests after reviewing available COMAIR schedules. Requests will be prioritized in the following order:

(1) Priority 1. Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by the National Command Authorities, or for emergency lifesaving purposes.

(2) Priority 2. MILAIR support for the official travel of required users or airlift requests with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

(3) Priority 3. MILAIR support of official travel that is validated to be required due to operational considerations and/or is more cost effective than COMAIR travel.

d. Approval authority for accompanying spouse travel in TRADOC. Accompanying spouse travel is accomplished as an exception to travel policy, pursuant to Joint Travel Regulation, appendix E, part I, paragraph A13. Commanding General, TRADOC may approve the accompanying spouse travel of his own spouse, and the spouses of those in this command, on MILAIR or COMAIR. Commanding General, TRADOC delegated this authority to the

DCG/CofS, TRADOC, in [memorandum](#), ATJA, 23 Mar 03, subject: Delegation of Authority to Approve Accompanying Spouse Travel.

e. Accompanying spouse travel coordination. Flight OPS processes all requests for accompanying spouse travel. All requests must have TRADOC OSJA coordination prior to forwarding to the TRADOC DCG/CofS for approval. Upon approval, these requests are returned to Flight OPS for disposition.

f. Invitational travel order/travel authorization approval authority. The ITO or travel authorization is the official published document for all exceptions to travel policy. The DCG/CofS, TRADOC, is the approving authority for issuance of ITOs and travel authorizations. Flight OPS processes ITO requests and ensures orders are published and issued by Personnel Support Division (ATBO-BPS), Deputy Chief of Staff for Procurement, Installations, and Logistics. Upon receipt of published orders, the Flight OPS dispatches orders to appropriate individuals.

g. Travel requests requiring Headquarters, Department of the Army (HQDA) approval. Requests for travel exceptions requiring DA approval will be sent via memorandum to Flight OPS. All such requests will be processed through the TRADOC DCG/CofS and forwarded to HQDA. Travel requests requiring HQDA approval include the following:

- (1) Civilian foreign nationals on MILAIR.
- (2) Key non-Department of Defense (DoD) federal officials on MILAIR.
- (3) Members of Congress or Congressional Staff.

**6. Procedures.** Flight OPS handles mission planning for all MILAIR flight requests. Flight OPS will coordinate requests with Director, Army Staff, the Joint Operational Support Airlift Center (JOSAC), Fort Eustis Flight Detachment, and/or Davison AAF Flight Detachment, as appropriate.

a. Command Group flight requests. Flight OPS responds immediately to requirements from Commanding General (CG), DCG/CofS, and Commander, AAC. Flight OPS schedules all MILAIR travel for the HQ TRADOC Command Group.

b. Authorized MILAIR requestors. Deputy Chiefs of Staff, executive officers, secretaries to general officers, and staff

flight schedulers are authorized to request MILAIR support. Offices may designate primary and alternate staff flight schedulers in writing, and will inform Flight OPS of these designations.

c. Authorized requestors will complete and submit [DD Form 2768](#) (Military Air Passenger/Cargo Request) to Flight Operations NLT 5 duty days prior to the date of travel. MILAIR requests will include the following information:

(1) Date for departure and return. (Note that requests for MILAIR require a minimum 2-hour departure/arrival window per [DoD Directive 4500-43](#), paragraph E2.4. A wider departure/arrival window increases the probability of support.)

(2) Destination(s).

(3) Meeting times/required times at the destination.

(4) Manifest (name/grade/social security number/weight for each passenger).

(5) Point of contact (POC) at destination (name and telephone number).

d. JOSAC scheduling. Flight OPS conducts all JOSAC scheduling.

(1) JOSAC provides notification 4 to 7 working days prior to the mission date, via flight advisory message, whether the requested mission will be supported as requested, supported with altered departure times (if combined with other missions), or canceled. Flight OPS will immediately notify the requestor of the JOSAC determination.

(2) If a mission requires a change (date, time, number of passengers, priority, etc.), Flight OPS will transmit the change electronically to JOSAC, or the Operational Support Airlift Agency, Fort Belvoir, as appropriate.

e. Tidewater Airlift Support (TWAS) Shuttle.

(1) The TWAS is a C-12 (7-passenger fixed-wing aircraft), owned and controlled by JOSAC. This aircraft flies Monday through Friday (except holidays), three round trips per day, from Base Operations at Langley Air Force Base to Davison AAF at Fort Belvoir (see table C-1). Scheduling, maintaining

the manifest, and coordination of ground transportation, to and from the Pentagon, is arranged by Flight OPS. Information on other types of aircraft available can be found on the JOSAC website. See appendix C for current TWAS schedule.

(2) All TWAS reservations must be requested not later than (NLT) 1330 on the day prior to travel. Submit requests telephonically to Flight OPS (757-788-3187/2517/DSN 680-3187/2517) or Operations Center (757-788-2256/DSN 680-2256). Upon receiving a telephonic request, Flight OPS obtains the desired times of departure/arrival, the destination, purpose of travel, name, grade/rank, social security number, and weight of passenger. Flight OPS will determine availability and confirm the request, or place it on standby, with an assigned standby number (i.e., SR1). The standby number is based on the number of passengers in line for a reserved seat. Seats are filled on a first-come-first-serve basis. Once the reservation is made with Flight OPS, the staff scheduler will forward DD Form 2768 (see app B) to Flight Operations via E-mail to the travel coordinator or the assistant travel coordinator; hard copy (ATTN: ATTG-ZOO, Military Flight); or Fax (757-788-3561/DSN 680-3561). Flight OPS must receive required paperwork for TWAS flights by 1600 the day prior to travel.

(3) Couriers. Once the manifest is established for the next day's flight, selection of primary and alternate couriers is made for the transporting of the HQ TRADOC Priority Mail Pouch. Selections are made based on the lowest-ranking, round-trip Pentagon passenger. The staff scheduler is then notified to relay the message to the designee.

(4) Flight OPS transmits the TWAS manifest and destination ground requirements to the TRADOC Liaison Office (LNO) telephonically, or via fax. All personnel visiting the Washington, D.C. area are required to contact the TRADOC LNO at the Pentagon to provide a POC and telephone number. The TRADOC LNO is located at the Pentagon, room 2B475 (enter through room 2A474), telephone 703-697-2588 or DSN 227-2588.

f. Rotary-wing MILAIR support.

(1) Use of helicopters to support official travel is a premium mode of travel, involving high costs and very limited resources, so every effort will be made to minimize these flights. The senior traveler is subject to audit and close scrutiny.

(2) Limited rotary-wing assets require prioritization of missions. Missions must first be in compliance with the [Secretary of the Army Policy Memorandum](#), 5 Nov 01, subject: Policy for Travel by Department of the Army Officials, and paragraph 5, above. Mission requirements supporting the CG, TRADOC; DCG/CofS, TRADOC; and CG, AAC/Deputy Commanding General-Initial Entry Training; by their nature, will receive priority. Helicopter support to other General Officers and Senior Executive Service (SES) personnel will be on an as available basis.

(3) Due to limited rotary-wing flight hours, mission support requirements, for colonels and below, will not be routinely supported. The DCG/CofS is the approval authority for exception to this policy.

(4) Every attempt shall be made to utilize the TWAS Shuttle to destinations in the Washington, D.C. area for those missions determined to be in compliance with paragraph 5, above, before requesting Rotary-wing support.

(5) Written requests, with justification, will be submitted to Flight OPS as early as possible, but NLT 3 days prior to the date of departure. Requests must include purpose of travel (to include meeting times, and name and grade of senior participants), requested departure times, and reasons why other forms of travel cannot be utilized (e.g., ground transportation, COMAIR, or other MILAIR).

g. Very important person (VIP) tracking. When the Command Group is involved in meeting and greeting a VIP, Flight OPS will track the take-off time from home station to Fort Monroe, and track the return arrival time of the transport back at Fort Monroe, notifying appropriate parties. In order to accomplish this, action offices must notify Flight OPS of impending visit by VIP.

## **7. Administrative instructions for TRADOC MILAIR travelers.**

a. All passengers will check in at the appropriate airfield NLT 1 hour prior to the scheduled take-off time. If a change in schedule requires a change in the take-off time, passengers or their staff representatives are responsible for notifying the TRADOC Flight OPS, which will notify the aircraft crew.

b. Under current provisions, military personnel can travel in uniform or civilian clothes on Army aircraft.



c. The TRADOC LNO, Pentagon, room 2B475 (enter through room 2A474), telephone 703-697-2588 or DSN 227-2588, will coordinate flights and courier service for personnel in the Washington, D.C. area.

d. All personnel visiting the Washington, D.C. area are required to contact the TRADOC LNO at the Pentagon to provide a POC and telephone number. When personnel are traveling aboard MILAIR, they are further required to contact the TRADOC LNO at least 1 hour prior to designated pick up time to confirm ground transportation.

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## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

DoDD 4500.43  
Operational Support Airlift (OSA)

DoD 4515.13-R  
Air Transportation Eligibility

AR 95-1  
Flight Regulations

Operational Support Airlift (OSA) User Guide (Available at <http://www.transcom.mil/J3/jalis/userguide.pdf>)

Secretary of the Army Travel Policy (Available on the Operational Support Airlift Agency homepage: [http://160.147.9.92/Plans Operations/Program Analysis/docs/travel policy.pdf](http://160.147.9.92/Plans%20Operations/Program%20Analysis/docs/travel_policy.pdf))

#### **Section II**

##### **Referenced Form**

DD Form 2768  
Military Air Passenger/Cargo Request (cited in paras 6c, 6e(2), and app B)

**Appendix B**

**Instructions for Preparing DD Form 2768 (Military Air Passenger/Cargo Request)**

**B-1. Instructions.**

a. Flight schedulers will submit flight request for the shuttle by 1600 prior to close of business of the day before mission is to be flown. All other MILAIR requests should be submitted NLT 72 duty hours prior to day of travel.

b. Specific instructions for preparing DD Form 2768:

***Item Instructions***

1. **Select Applicable Travel Statement:** Priority 3 (applies to all military air requests).
2. **Purpose of Travel:** Self-explanatory
- 2a. **PUJC Code:** Leave blank
- 2b. **Complete Missions Description:** Self-explanatory.
- 2c. **Priority 2 Compelling Considerations and Reason Commercial Travel Unacceptable:** Leave blank
3. **Total Number of Pax:** Self-explanatory.
4. **Senior Traveler:** Senior travelers are General Officers and Senior Executive Service (SES) equivalents only.
5. **Additional Passengers:** Self-explanatory
6. **Desired Flight Itinerary:** ICAO is an identifier code for a particular airport. The code is not necessary—simply fill in the name of the airport. Please use local times.
7. **Cost of Commercial Travel:** Self-explanatory
8. **Cargo Transportation:** Self-explanatory
9. **Point of Contact:** Self-explanatory
10. **Non-DV Passengers:** Covers all passengers in grade of COL/GS15 and below.
11. **Remarks/Additional Comments:** Self-explanatory. Please use this space to list the body weights of each passenger.
12. **Requester:** Staff Flight Scheduler or Secretary requesting the flight.
13. **Travel Authorizing Official:** If passenger is a Senior Traveler, DCG/CofS has to approve travel. DCG/CofS signature is required if passenger is a COL/GS15 or below.
14. **Senior Traveling Passenger:** General officers and SES equivalents. Actual signature required; cannot be delegated.

**B-2. Processing.** Upon completion, DD Form 2768 is signed by requestor, senior traveler (when required), and authorizing

official. DD Form 2768 can be forwarded via fax to the Flight OPS, Operations, Mobilization and Readiness Directorate, Operations Division, DCSOPS&T, (757-788-3561/DSN 680-3561). Actual signatures are required for general officers and civilian equivalents; signatures cannot be delegated. Flight OPS will forward DD Form 2768 to DCG/CofS for signature.

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## **Appendix C**

### **Tidewater Airlift Support Schedule**

**Table C-1**  
**LANGLEY DEPARTURES (Monday through Friday)**

<b>SHOW TIME</b>	<b>DEPART LANGLEY</b>	<b>ARRIVE DAVISON</b>	<b>ARRIVE PENTAGON</b>
0530	0630	0725	0800/Van 49
0730	0830	0925	1000/Van 49
1500	1600	1655	1730/Van 49

**Table C-2**  
**DAVISON DEPARTURES (Monday through Friday)**

<b>DEPART PENTAGON</b>	<b>DEPART DAVISON</b>	<b>ARRIVE LANGLEY</b>
0630*/Van 49	0740	0825
1415*/Van 49	1500	1545
1615*/Van 49	1710	1755

\* Exact departure times

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## **Glossary**

AAC	Army Accessions Command
AAF	Army airfield
CG	Commanding General
CofS	Chief of Staff
COMAIR	commercial aircraft
DCG	Deputy Commanding General
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DoD	Department of Defense
HQ	headquarters
HQDA	Headquarters, Department of the Army
ITO	invitational travel order
JOSAC	Joint Operational Support Airlift Center
LNO	Liaison Office
MILAIR	military aircraft
NLT	not later than
OMRD	Operations, Mobilization and Readiness Directorate
OSJA	Office of the Staff Judge Advocate

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POC           point of contact  
SES           Senior Executive Service  
SR            Standby 1 required  
TRADOC       U.S. Army Training and Doctrine Command  
TWAS         Tidewater Airlift Support  
USAG         U.S. Army Garrison  
VIP           very important person

FOR THE COMMANDER:

OFFICIAL:

LARRY R. JORDAN  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

      //signed//  
GREGORY J. PREMO  
Brigadier General, GS  
Chief Information Officer